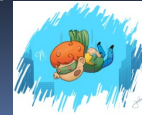


Washington County HR Department Objectives

- ❑ The HR Department is the catalyst for ensuring an "Employer of Choice" culture within Washington County. We will be successful in achieving this culture by hiring good leaders who possess effective leadership traits. We partner with our employees to create a safe and open environment where two-way communication is encouraged and rewarded, and by facilitating a variety of employee wellness activities.

It is a privilege to be an employee at Washington County. We seek to attract and retain quality employees at all levels in the organization. We strive to ensure that employees have an opportunity to contribute meaningfully in building a better place for all residents of Washington County to live and work.



1

Hire Good Department Heads

- ❑ Look for effective leadership traits/objectively loyal to the County
- ❑ Complete Leadership Strength Profile
- ❑ One-on-one time with Leadership Coach/Business Partner
- ❑ Attend New Supervisor Academy/specific training on Workers Comp
- ❑ Safety First
- ❑ Willingness to have tough conversations/make difficult employment decisions



2

Hire Quality Employees (Right People for the Position)

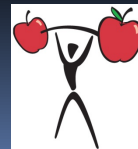
- ☐ Numerous employment interviews/lunch interviews
- ☐ Background checks/former employment references
- ☐ Pre-employment drug screening
- ☐ Orientation-educate Workers Comp programs & procedures
- ☐ Complete Defensive Driving Course during first year; every 3 years thereafter
- ☐ Safety Factor rating included in Performance Appraisals



3

Wellness Program since 2008

- ☐ 85% employee & spouse participation
- ☐ Yearly health assessments
- ☐ Fitbit discounts
- ☐ Fitbit challenge activities
- ☐ Monthly health/nutrition lectures from Wellness Center
- ☐ Sheriff's Office Fitness Coordinates developed challenge competitions



4

Accident Review Board

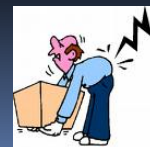
- ☐ Meets as needed
- ☐ Broad representation
- ☐ Reviews all vehicular accidents
- ☐ General rule: two at fault moving violations within a two-year period
- ☐ Committee makes recommendations to department heads
 - Loss of driving privileges
 - Referral to defensive driving course
 - Reassignment or termination



5

WorkMed Facility

- ☐ Focused on employment related injuries
- ☐ Set up for Drug/Alcohol Testing
- ☐ Obtain reports quickly
- ☐ Triage employees back to work quickly



6

Prompt Report of Claims

- ❑ Centralized reporting/communication within the County
- ❑ Expect timely reporting of accidents
- ❑ Early notifications allow for thorough investigation, timely delivery of benefits, better management



7

County Policy: Reporting Requirements

1. Reporting Requirements:
 - a) Employees injured on the job or who contract an occupational disease must report to their department head or supervisor immediately, no matter how slight the injury.
 - b) Supervisors should accompany the injured worker to a medical clinic specified by the County for initial treatment.
 - c) Supervisors must ensure that the Employee's Report of Accident and the Supervisor's Report of Accident forms are submitted to Human Resources Department within twenty-four (24) hours of the accident and the initial clinic visit.
 - d) The Human Resources Department will file the necessary information with the Workers Compensation Fund of Utah.



8

County Return-to-Work Program

3. Return to Work:

The County strives to return injured employees to full employment as quickly as possible. The Human Resources Department will coordinate with an injured employee's supervisor and health-care provider to determine whether the employee may undertake partial or limited work during recovery from the accident or illness. A limited work assignment is not intended to last indefinitely. Rather, a limited work assignment is temporary and designed to facilitate a return to full employment. Limited work assignments last only for a reasonable time, at the County's discretion. Employees who are not making improvements toward returning to full employment are not eligible for limited work assignments. The availability of limited work assignments depends upon the availability of limited work within the employee's department as determined by the County.

